



REQUEST FOR QUOTATION

QUOTE NUMBER: Q07.169

The Number Must Appear On All Quotations and Related Correspondence.

Quotation must be received **NOT LATER THAN 2:00 PM**, on November 28, 2007 at the office of the Purchasing Director, 3rd Floor City Hall Bull & Bay Streets, Savannah, Georgia.

Address Reply To: Joy Kerkhoff, Asst. Purchasing Director, 912-651-6422

Mail to: P.O. Box 1027 Savannah, GA 31402

Fax to: 912-651-6855

Email to: joy_kerkhoff@savannahga.gov

NAME OF BIDDER: _____

STREET ADDRESS: _____

CITY, STATE, ZIP CODE: _____

PHONE: _____ **FAX:** _____

EMAIL: _____ **FED TAX ID #:** _____

INDICATE MINORITY OWNERSHIP STATUS OF BIDDER (FOR STATISTICAL PURPOSES ONLY):

CHECK ONE:

_____ NON-MINORITY OWNED

_____ AFRICAN AMERICAN

_____ HISPANIC

_____ ASIAN AMERICAN

_____ AMERICAN INDIAN

_____ OTHER MINORITY

_____ WOMAN

The undersigned proposes to furnish the following items in strict conformance to the specifications and Request for Quote issued by the City of Savannah for this quote. Any exceptions must be clearly marked in the attached copy of specifications:

ITEM NO	DESCRIPTION	TOTAL
1	<p>The City of Savannah is requesting quotations for the creation and construction of a mascot costume for the Recycling program.</p> <p>Technical questions may be addressed to Anne Robinson at 912-651-1967.</p> <p>SCOPE OF SERVICES: (see attached conceptual drawings)</p> <p>Mascot costume to be constructed as an inflatable type costume or in closed cell foam material and covered with polar fleece. The costume must be a sleeved unit with gloves and pants made with athletic knit and machine washable. The hands shall be covered with puffy white gloves. The costume should be constructed to fit anyone who is 5'5 - 6'2. The design shall also include removable sunglasses. The costume should also include a cooling vest and a fan system. A mascot stand should also be provided for display of the costume when not in use. The contractor shall design and construct the costume based on the conceptual drawing provided.</p>	

ITEM NO	DESCRIPTION	TOTAL
	SUBMITTALS: <ul style="list-style-type: none"> • Provide fees for the design and construction of the costume and all related accessories (worth 40 evaluation points) • Each proposer shall submit a summary of their qualifications and experience with the proposal (worth 25 evaluation points) • Each proposer shall submit a complete description of the proposed costume including its construction method and materials used (worth 25 points) • Submit schedule of completion (worth 10 evaluation points) 	

TOTAL BID \$ _____

PAYMENT TERMS: PLEASE CHECK ONE AND FILL IN BLANKS

(Minimum of 10 working days must be allowed for discount to be considered in bid award)

___ Less ___% ___Days Prompt Payment Discount (if offered)

(_____)

___ Net - 30 Days

(no discount offered)

- 0 -

TOTAL NET BID

\$
=====

TIME REQUIRED FOR DELIVERY AFTER RECEIPT OF ORDER: _____DAYS

Please Print Name

Authorization Signature

Date

Request for Quotation Instructions

1. All shipments are to be F.O.B. Savannah, GA unless exception is so noted.
2. Quotations subject to terms set forth herein, are requested on the following list of materials, supplies or services.
3. Please quote on this sheet in spaces indicated.
4. Quotes for materials, supplies, vehicles, and/or equipment must be accompanied by Brochures, or copies of detailed factory specifications, ratings, technical data, including accurate descriptions of the exact materials, supplies, vehicles and/or equipment for which bids are made.
5. All information required by request for quotation must be complete to constitute a proper bid.
6. The City of Savannah is exempt, by law, from any and all federal and state taxes. Do not include taxes in your quotations. Tax exemption number is **025-813-7808**. Exemption certificate will be provided upon request.
7. Price Protection Period of ninety (90) days for all items desired from date of bid opening. Vendors are advised that prices in effect at time of bid shall apply and not be subject to revision at time of shipment.
8. The City reserves the right to split this award by line item if deemed to be in its best interest.
9. Minority/Women Business Enterprise (MWBE) Policy: It is the policy of the City to provide minority and women owned business enterprises with equal opportunity for participating in selling goods and services to the City of Savannah.
10. Local Vendor Preference: The City of Savannah has a local vendor preference policy which allows the lowest local bidder, (defined as within the incorporated City limits), within 1% or \$10,000, whichever is less, of the lowest non-local bidder, to match the bid submitted by the non-local bidder and therefore be awarded the contract.

THIS IS NOT AN ORDER